

City of Kirkland Planning Department Lot Line Alteration Application Requirements:

Application Checklist

The following is a list of materials which must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Planning and Community Development if you have questions. Please do not turn in your application until all materials which apply to your proposal have been gathered. Your application will be reviewed for completeness by utilizing the items within this checklist.

Fees

- ☐ Payment to the City of Kirkland for the filing fee and King County recording fees. An invoice will be sent through the Dashboard once the materials are considered adequate for initial City review.
Note: Other fees, including Park Impact Fees and Road Impact Fees, may be required during the development review process.

Plans

The draft plans may be uploaded for initial City review. However, prior to recording you will need to provide paper/mylar drawing for recording with King County.

- ☐ Dimensioned plans and legal descriptions of the existing lot configuration and proposed lot configuration. Applicants are strongly encouraged to use the [8½"x11" format provided by the City](#). One paper copy is required for recording. If larger drawings are necessary, the applicant can expect a higher fee (determined by King County) and additional time to process.
- ☐ If a mylar is used to record the Lot Line Alteration, the City requires one mylar and four (4) paper copies of the signed mylar. The mylars shall include the following notes:
 - **IMPORTANT NOTICE:**
The City of Kirkland makes no representation, expressed or implied, regarding this proposed Property Line Alteration other than this Lot Line Alteration does not create any additional lot, tract, parcel, site or division, and does not create a lot, tract, parcel, site, or division which contains insufficient area and dimension to meet requirements for width and area for a legal building site. Further, the City of Kirkland makes no representation, express or implied, as to the effect, if any, of steep slope regulations or of setbacks which may be required from streams or wetlands with respect to any of said lots, tracts, parcels, or sites as legal building sites.
 - **DECLARATION:**
Know all men by these presents that we, being all of the owner(s) having an ownership interest in the land herein described do hereby make a lot line alteration therefore pursuant to RCW 58.17.040 and declare this lot line alteration to be the graphic representation of the same, and that said lot line alteration is made with the free consent and in accordance with the desire of all of the owners.

Other

- ☐ An information sheet showing compliance with all applicable zoning regulations. To determine the applicable zoning regulations, a City Planner should be consulted. Required items usually include lot coverage, setback, and floor area ratio information.
- ☐ If on septic, provide a copy of the approved King County Application for Health Department Review of Boundary Line Adjustment for the subject property.
- ☐ A title company certificate which is not more than 30 calendar days old containing:
 - ☐ A legal description of the total parcel(s) sought to be adjusted; and
 - ☐ A list of those individuals, corporations, or other entities holding an ownership interest in the parcel(s); and
 - ☐ Any easements or restrictions affecting the property(ies) with a description, purpose and reference by auditor's file number and/or recording number; and
 - ☐ Any encumbrances on the property; and
 - ☐ Any delinquent taxes or assessments on the property
- ☐ The application form must be signed by all property owners of the subject properties. The Alteration of Lot Line form (document to be recorded with King County) must be signed by the vested owners of the subject properties as set forth on the title report provided with the application. Others with a financial interest in the properties as disclosed on the title report will be required to sign the Alteration of Lot Line if the alteration will result in a reduction in value of their security, or as otherwise required by the Planning Director.